



Natick Recreation and Parks Department

"Create Community through People, Parks and Programs"

Travis Farley
Recreation & Parks
Director

Policies Governing the Use of The Natick Common

The Recreation and Parks Department under the oversight of the Board of Selectmen, has established the following policies and procedures. These policies will be strictly enforced by the Town of Natick.

1. GENERAL REQUESTS:

Any group or individual requesting a permit for use of the Common shall do so in writing to the Recreation and Parks Department *a minimum of two months in advance of the scheduled event*. The group may be required to meet with either the Recreation and Parks Commission and/or the Board of Selectmen, depending on the nature of the request. Groups requesting use of the common should provide as much detail in the request as possible. Things to consider are set up time needed, layout, and support requested for the event. *A proposed layout is required at this time.*

The Common will be available from 8:00 am to Dusk

2. REQUESTER'S RESPONSIBILITIES:

Insurance: For the protection of persons and property, insurance must be provided by the sponsor of the event. A copy of the policy must be provided *one week in advance of the event*.

Indemnification Agreement: Are required of all groups and must be received one week in advance of the event.

Damage: To shrubs, turf or facilities on the Common shall be the responsibility of the sponsor and repairs or replacement costs shall be incurred by the same. No spikes or rods are to be driven into the Common Turf since there is a sprinkler system throughout the Common.

Trash & Recycling: Barrels and containers for trash & recycling will be provided, but all clean up of the grounds will be the responsibility of the sponsor. *No items, such as sales products, white elephant table leftovers, etc., shall be left on the Common or put in the trash receptacles.*

Plan of Use: A full plan shall be submitted by the sponsor, to the department, at the time of the permit request for use of the Common, giving layout and utility use demands at all locations.

Responsibility: The sponsor or his/her designee must be on the Common during the entire duration of the event. The sponsor has the responsibility for the damage of the Common. Any violations are to be immediately correct by the sponsor.

Adherence to Policies: The Sponsor must distribute a copy of this policy to all vendors for said event. Failure to comply with these policies may mean the suspension of the group's use of the Common for future events.

Parking: Public Parking for those groups sponsoring events, is available in the municipal parking lot on Pond Street and/or South Street behind the Police/Fire Station. Any special requests for parking must be approved by the Town's Safety Officer.

Tents: Any pop up tent must be appropriately secured. Tent weights or other type of weights for the legs are required. This is critical for the safety of all attending the event. Any large tent must be permitted through the Building Department.

3. REQUIRED PERMITS:

Sale or Distribution of Food: requires compliance with Board of Health regulations and must be reviewed with the Board of Health one-week prior to the event (let us know if you need more time). Any cooking on the Common may require additional review by the Natick Fire Department.

4. PROHIBITED ITEMS:

Alcohol, Tobacco, and Controlled Substances: are prohibited for use or sale at any time.

Vehicles (motorized and non-motorized): are not allowed on the Common. Roller blades, bicycles, skateboards are prohibited during organized scheduled events.

Weapons: Knives, Billy Clubs, fireworks of any kind (caps, snaps, etc.), or like recognized weapons of a dangerous nature are **NOT TO BE SOLD**, traded or exchanged on the Common during a sponsored event.

Dogs/Animals: are not allowed on Common **unless on a leash**. Owners are required to pick up after animals per the Town By-laws. It is requested that there are no pets at larger events.

5. TABLES, TOILET FACILITIES, ETC.

Booths, Displays or Tables: will be located *only on one side of designated Common Interior Crosswalks* away from all plantings and other structures at this site. Maximum amount of tables allowed is **100**, 9' *index 10' deep*) spaces with front legs of any table to be **ON the Common Crosswalk**. The location of tables in a pattern other than front legs on the sidewalks is permissible with permission from the Recreation and Parks Department. Please note that **NO ITEMS** may be hung from Common trees or plantings.

Public Toilet Facility: Portable toilet facilities must be provided by the user for large events as determined by the Recreation & Parks Department. One such facility must be handicapped accessible. The location of these facilities will be next to the Natick Common Bus Stop on E. Central St. A permit is required by the Board of Health for all portable toilet facilities.

6. FEES:

Fees include park employee coverage:

User Fees Are:

Natick Town Agency/Committee Uses	\$125.00
Natick Resident/Non-Profit Groups & Organizations (non-business type ventures)	\$125.00
Natick Resident/Non-Profit Groups & Organizations (business type ventures)	\$200.00
Profit Groups/Organizations/Businesses	\$300.00

Deposit/Fine: A Deposit of \$200.00 will be required for all uses of the Common. This deposit is refundable in full if the Common is left clean and in good condition and no violations of the policies have occurred. If additional cleaning or repair of damage is needed these costs will be deducted from the deposit. For damage repair the user is responsible for the actual cost; for additional clean up users will be charged at \$40/person/hour.

Note: Additional cost beyond those noted above will be the responsibility of the sponsor (i.e., Police Department fees, Board of Health Fees, Building Department Fees, Additional Support Fees, etc.)

7. MEETING FOR FINAL REVIEW:

One Week in Advance: of the event a meeting will be scheduled by the sponsor for the purpose of reviewing and making final arrangements for the event.

User's Guarantee of Policy Enforcement

I have read the Policies Governing use of the Natick Common, and I agree to abide by said policies for the event that I and/or my organization is sponsoring on the Natick Common. My signature also guarantees that I assume the responsibility for any or all violations of Common Policies that occur on the day of our event.

SIGNATURE: _____

TITLE: _____

DATE: _____



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Common Use Application

Please Print

Organization _____ Contact Person _____

Address _____ Town, State, ZIP _____

E-mail Address _____

BUSINESS Tel # (____) _____ CELL Phone (____) _____

Activity _____

Date _____ Time _____ Start _____ End _____

Will income be derived? Yes No Is affair open to public? Yes No Est. attendance _____

Is Electricity Needed? Yes No

Additional Barrels? Yes No

Additional Needs? Yes No

Please list all additional needs _____

OFFICE USE ONLY

Deposit Received \$ _____ Fee Received \$ _____

Cash Check # _____

Visa/MC/Disc _____ Exp. Date ____/____/____ CVC # _____

By _____ Date Received ____/____/____

Utilities Needed Water Electricity

Layouts for Event Received Yes No

Indemnification Agreement Yes No

Insurance Policy Received Yes No

Permits Obtained:

Selectmen Yes No Health Department Yes No

Parking Yes No Number Needed _____

Meeting w/Sponsor _____ Time _____

Employee Assigned _____ Telephone # (____) _____

Condition Following Event _____

Deposit Returned Yes No Date Returned ____/____/____

Additional Fees \$ _____ For _____

(Common Use Policy Revised 07/14)